

## Reviewing BloodSTAR User Access Requests

BloodSTAR Facility Administrators are designated staff members within a hospital/facility with the authority to approve BloodSTAR access requests for the hospital's Medical Officers and Nurses.

### What is the Facility Administrators role?

- Verify that Medical Officers and Nurses are employed or practice within their facility;
- Confirm that the user holds a suitable position for the role that has been requested.

1. Go to <https://www.bloodstar.blood.gov.au/> and Login with your BloodPortal Username and Password. Alternatively go to [www.blood.gov.au](http://www.blood.gov.au) and click on 'Blood Portal'.

NATIONAL BLOOD AUTHORITY AUSTRALIA

## BLOODportal

The Terms & Conditions were updated on 1 July 2018. By signing in to BloodPortal you accept the [Terms & Conditions](#).

Sign in to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodNet, BloodSTAR and Jurisdictional Reporting. To access MyABDR [click here](#).

Username  
Dr\_smith

1 Password  
.....

Sign in

[New user? Create an account](#)  
Forgot your [username](#) or [password](#)?

For support, call 13 000 BLOOD (13 000 25663) or email [support@blood.gov.au](mailto:support@blood.gov.au)

2. If you have access to multiple roles in BloodSTAR ensure you are logged in with your Facility Administrator role. Your role will be displayed at the top of the screen next to your name. If you need to change roles click on Change Role at the top of your screen.

3. From the Facility Administrator home page click on **User Access Requests**.

### Support

phone: 13 000 BLOOD (13 000 25663)

email: [support@blood.gov.au](mailto:support@blood.gov.au)

fax: 02 6151 5210

# BLOODSTAR

**BLOODSTAR** Home User Role Management **User Access Requests (4)** Reports BloodSTAR Messages (7)

Facility Administrator - Home

Updated 15-Jun-2018  
**BloodSTAR Scheduled Outage - Sunday 17 June 2018** Dear BloodSTAR users, [Read more](#)

[My Facility](#)  
View and update details about your facility.  
Set product preferences for your facility

[User Role Management](#)  
Manage users registered to use BloodSTAR at your facility

[User Access Requests](#)  
View and approve or reject user access requests at your facility.  
There are currently **0** requests pending approval.

[Medical Officer Pre-approvals](#)  
Manage Medical Officer pre-approvals at your facility.  
There are currently **0** pre-approved requests at your facility that are not yet Active.

3. You will see a list of pending access requests at your facility. Click on **Approve/Reject** to review the User Access Request.

**BLOODSTAR** Home User Role Management **User Access Requests (1)** BloodSTAR Messages

User Management

User Name:  Name:  Role:  Status: Pending

Requested Date	User Name	Name	Role	Status	
03-Apr-2016	JCitizen	CITIZEN, Jane	Medical Officer	Pending	<a href="#">Approve/Reject</a>

10 items per page 1 - 1 of 1 items

4. Verify that the user is employed or practices within the facility.

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5. Confirm that the user holds a suitable position and registration for the requested role.

Approve/reject user role

User details

User Name	JCitizen	4 Verify that the user works at my facility	Work Number	03 7010 0158
Name	Dr Jane CITIZEN		Mobile Number	0492570158
Email Address	JaneC@test.blood.gov.au			

Requested role

Facility Name	Royal Hobart Hospital	5 Confirm that the user holds a suitable position for the requested role	Phone	03 7010 0158
Role	Medical Officer		Mobile	0492 570 158
Position Title	Consultant		Fax	
Email Address	JaneC@test.blood.gov.au			

Registration check

Retrieved	04-Apr-2016 09:21	AHPRA Status	Meets registration requirements
Name	Jane CITIZEN		
AHPRA Registration number	03 7010 0158		
Profession	Medical Practitioner		
State	TAS		
Specialist	Yes		
Check result			

Approval Declaration

I have undertaken the necessary steps to confirm the identity of the user and that:

The Medical Practitioner holds an appropriate position at the facility named above

Decision \*

6. Complete the Approval Declaration to Approve or Reject as appropriate and then click the **Save** button at the bottom right of your screen.

### Example Case

Dr Smith is beginning work in the immunology department of Tidy Town Hospital. It is expected that within the course of his work at the hospital he will need to prescribe immunoglobulin treatment. As part of the department's registration/orientation process, Dr Smith is advised that he needs to access BloodSTAR. Dr Smith opens the BloodSTAR homepage and completes a Medical Officer user access request for Tidy Town Hospital.

Once the request is submitted, the facility administrator Fiona Jones is notified by email of a pending User Access Request. Fiona logs into BloodSTAR and reviews Dr Smith's request. Fiona needs to confirm that Dr Smith is a legitimate employee of the hospital. She might do this by:

- Looking up Dr Smith's record in the staff directory;
- Calling the doctor (using the contact details in the staff directory) to confirm that he is the person who submitted the request; or
- Contacting the head of Immunology to confirm Dr Smith's engagement.

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# BLOODSTAR

*Once Fiona is satisfied that the request is a legitimate request and that Dr Smith is working at the hospital, she approves the access request.*

*An email is sent to Dr Smith to tell him that access has been granted. The next time Dr Smith accesses BloodSTAR he will be able to access Tidy Town Hospital's patient records.*

**Note** – *Due to patient privacy constraints if Dr Smith works at more than one hospital, he will need to complete a separate Access Request for each separate hospital.*

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